

## New Application Compilation Instructions

**Original packet** submitted to OSUP should include each of the following items in the order listed:

- Vendor letter of transmittal on company letterhead identifying your company's submission of the new application packet.
- SED-2, Application form signed by one of the principal officers listed in item #3 AND the Administrative Coordinator with the Corporate Seal.
- SED-3, Department Request for Payroll Deduction Vendor form (REQUIRED FOR NEW VENDORS AND CURRENT VENDORS REQUESTING A NEW PRODUCT/POLICY)
- List of LA Companies/Employers with which you currently have payroll deduction slots.
- SED-2PID, Product Identification Data form.
- Addendum - for EACH policy on form SED-2PID
  - Attach Monthly Premium Rate schedules and calculation sheet if applicable
  - Attach Specimen Policy
  - Attach Riders and Rate schedules
  - Attach Brochures/Flyers
  - For any policy with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.
  - **For insurance policies: Attach a copy of the approval letter from the Louisiana Department of Insurance for this specific policy form number.**
- Email all completed Word & Excel files (SED-2, SED-2PID, and all addendums) to Jodi.Bullock@la.gov.

**Second packet** should include copies of each of the following items in the order listed:

- Vendor letter of transmittal on company letterhead.
- SED-2, Application form.
- SED-2PID, Product Identification Data form.
- Addendum - for EACH policy on form SED-2PID
  - Attach Monthly Premium Rate schedules and calculation sheet if applicable
  - Attach Specimen Policy
  - Attach Riders and Rate schedules
  - Attach Brochures/Flyers
  - For any policy with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.
  - **For insurance policies: Attach a copy of the approval letter from the Louisiana Department of Insurance for this specific policy form number.**

**Third packet** should include copies of each of the following items in the order listed:

- SED-2, Application form, for each product listed in item #9 (Products/Services) on SED-2. (For example, a vendor has Cancer and Heart listed on #9 of the SED-2 form, then 2 copies of the SED-2 are needed.)
- Addendum - for EACH policy on form SED-2PID
  - Attach Monthly Premium Rate schedules and calculation sheet if applicable
  - Attach Specimen Policy
  - Attach Riders and Rate schedules
  - Attach Brochures/Flyers
  - For any policy with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.
  - **For insurance policies: Attach a copy of the approval letter from the Louisiana Department of Insurance for this specific policy form number.**